

TRS On-line Payroll Insurance Reporting Manual (1/31/2005)

Thank you for using the Teachers' Retirement On-line Payroll Reporting system. Your work and help is appreciated. Since we respect your time and the competing priorities of your job, TRS wants to make the process of entering and updating flow through insurance payments efficient and easy as possible. Any suggestions for the program or this manual are welcome – just let anyone at the TRS know what is not working as well as it could for you.

Thing Undone In This Manual or in the Program

Need to discuss idea that the user should not be able to post dating deduction codes. Karla's concern is the appearance of back dating codes. However, Bill can see a situation where someone would want to back data codes to apply to present deductions. For example, on 1/29/06, should one be able to enter a code post date a code to 1/1/06 since it predates a payroll?

Karla and Bill were somewhat confusion when looking at deduction codes on deduction summary screen. They were not sure how to use the Begin/End dates for payee records. Should the End Date pre-fill? Should one be able to post date a Begin date to a previous pay period?

What is the business process for setting up a new payee? Is this the process?

- 1) a person is eligible for payroll insurance deductions after they have been setup on TRS payroll by the usual means -- retirement application, etc.;
- 2) a beneficiary recipient arranges for insurance with employer;
- 3) a beneficiary and employer complete TRS Insurance form and submit it to TRS;
- 4) the employer enters the beneficiary's SSN, deduction code, and begin and end dates on a new line in the Payroll Insurance Deduction Summary screen and presses save.

If this is the case, how will Pension Plus know TRS has an Insurance form on file? What are the consequences if an employer adds any beneficiary to the payroll deduction system?

For documentation, diagram business process so manual readers have a visual.

TRS does not do retro payments. All insurance is assumed to be prepaid a month in advance. However, a clever clerk who wants to manage retro payments could by manipulating insurance amounts from month to month for a payee.

Need a process for error checking report. For example:

- 1) show which checks are endanger of going short;
- 2) list names and address of members who deduction changed so insurance clerks can notify them of the change;

In documentation show the hierarchy of the order in which deductions are made from checks. Alfred: what is the order of deductions from the checks now?

Have screen to show retirees address on membership screen as reference for insurance clerk -- perhaps it should be in a list that the clerk can copy and paste for mailing labels?

Need to log when users access the system.

Does the Member Deduction report show anyone who has ever had a deduction, or only those who currently have a deduction?

May need a Member Deduction report sorted by member, deduction code so as to get totals by members

Add Insurance Form link to website for Payroll Insurance Deduction.

What is the difference between the Payee and Member SSN on the Member Deduction Screen? Should we add an address here for contacting the Payee or Member? What does this screen look like if there is a FLO?

First Things First

Please note the following understandings and constraints that TRS has for the payroll deduction system. Every system has limitations; these are the current limitations of this system that allow TRS to offer the service without increasing its cost to retirees.

1. The TRS only processes payroll insurance premiums via the on-line system -- when paper is sent to TRS, a staff member re-enters it into the on-line system. The cutoff date for paper filing is 10/1/2006, after that everyone will have to use the on-line system, no exceptions.
2. The TRS payroll insurance reporting system is available from the 1st to the 15th of each month, 24 hours a day. If the 15th falls on a weekend, then it is available until the end of next business day. After the 15th, TRS closes the on-line payroll insurance system to allow time to prepare and run payroll services for retirees and beneficiaries.
3. As the employer, you are responsible for the timely and accurate entry of payroll insurance amounts. TRS merely flows through what you enter to the retiree's or beneficiaries monthly benefit check. Any mistakes, omissions, additions, etc. must be corrected by you. Any changes after the 15th have to be adjusted on the next month's payroll or by the employer in consultation with the retiree or beneficiary.
4. Benefit recipients and employers are required to complete the Insurance Form and submit it to the TRS to commence withholding of insurance premiums. Only those who are receiving benefit payments from the TRS are eligible for the optional payroll insurance deduction.
5. Most times, the TRS finishes its payroll before the end of the month and can reopen the payroll before the 1st. For employer with current e-mail on file, the TRS will notify them immediately via e-mail that the payroll insurance reporting is available, allowing more data entry time. Otherwise, assume the system is available beginning the 1st.
6. Please read the manual before you call for help. Many of the questions are answered in this document.
7. Please pay particular attention to how to use the master deduction codes to create meaningful codes and descriptions for your insurance deductions. By using the master deduction codes you can update the insurance amounts for many individuals by changing the deduction amount on one master record. It is important that you break out your codes in such a way that they are easily manageable now and in the future.

Overview

The Payroll Insurance Reporting site allows you to enter, correct and review payroll insurance deductions that employer's pay on behalf of retirees or beneficiaries. Essentially the on-line process consists of three steps:

1. **Review the Deduction Codes** to make sure the correct amounts appear for each code you use or create. Deduction codes have expiration dates so you can set the codes for an individual for a year or more at a time. [Add something about how to use the begin/dates]
2. For each individual for whom you are paying insurance, **Update and Verify** each person's insurance deduction records.
3. **Print your monthly insurance report** the contribution information to the TRS

All submitted changes go directly into the TRS computer system. The only verification TRS does on insurance amounts is to make sure they have a valid master deduction code and do not exceed the recipient's monthly benefit check. The phone number of the employer's insurance clerk is printed on the check stub so the member knows how to contact the person responsible for the correct insurance deduction amounts.

Getting Started

Access this web page at: <http://www.trs.mt.gov/Employers/InsuranceReporting/> In order to use the web page you will need:

- A computer,
- A connection to the internet,
- A web browser.

You will want to have handy the individual insurance changes for beneficiaries for the current period so as to check totals. This is a production system and all work goes directly into the TRS databases. You will know you are at the proper site because the web page will look similar to the following (Figure 1):



Figure 1

General Information and Hints

Here are some helpful hints on how to get the most out of the entry screen. Many of the screens contain the same buttons. Here are the commonly used buttons and their functions:

Search

If the Search button is present on the screen, you can press the Clear button to clear the screen, enter values in the first line of the summary or detail fields and press Search to look up those records. If records are not present the resulting screen will be blank. Press the Back button on the browser to return to where you started.

Save

You must press the Save button to save any changes you make on a screen. The Save button will save work entered in entry fields. An entry field on a screen has a light gray border. Display fields are grayed out.

Clear

The Clear button clears the contents of the fields, but does not affect saved data. It is helpful to use when searching to clear the screen, enter the values to be found, and press the Search button.

Reset

Reset will return the screen values to the values that were present before any screen information was changed. This is a helpful button when you want to return to the original values.

Home

The Home button takes you to the main menu.

Cancel

Pressing the Cancel button will cancel the present operation and return you to the prior screen.

[<< Previous List](#) Some screens allow you to page forwards and backwards through the information. Click this link to move backwards. If you want to keep any changes on this screen, make sure to first click the Save button.

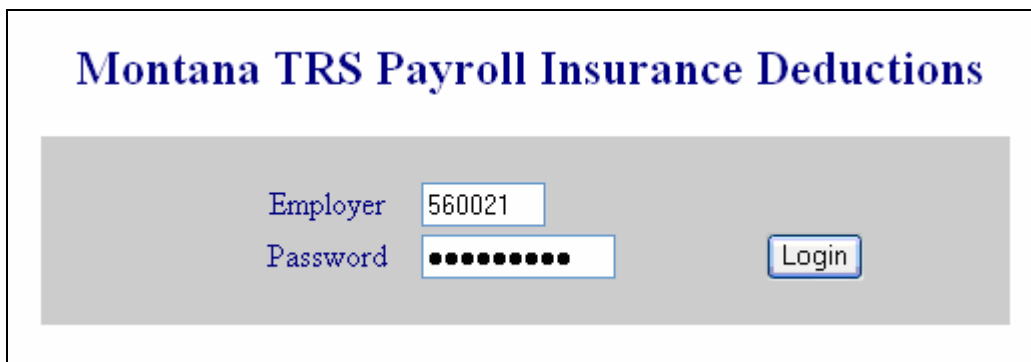
[Next List >>](#) Click this link to move forwards. If you want to keep any changes on this screen, make sure to first click the Save button.

[<< Previous Page](#) Same as << Previous List.

[Next Page >>](#) Same as Next List >>.

Logging On

To logon to the test system, click on the link: 'Click Here to Enter the Web Payroll Insurance Reporting Test System.' At the login screen, use your TRS employer ID for the Employer field. Your password is your Tax ID number. If these numbers do not work when entered, please contact the TRS staff listed on the test home page (Figure 1).



Montana TRS Payroll Insurance Deductions

Employer 560021

Password ••••••••

Login

Figure 2

Main Menu (Home)

The main menu for the Payroll Insurance Reporting system looks like the following. On any screen, the 'Home' button will take you back to the main menu screen.

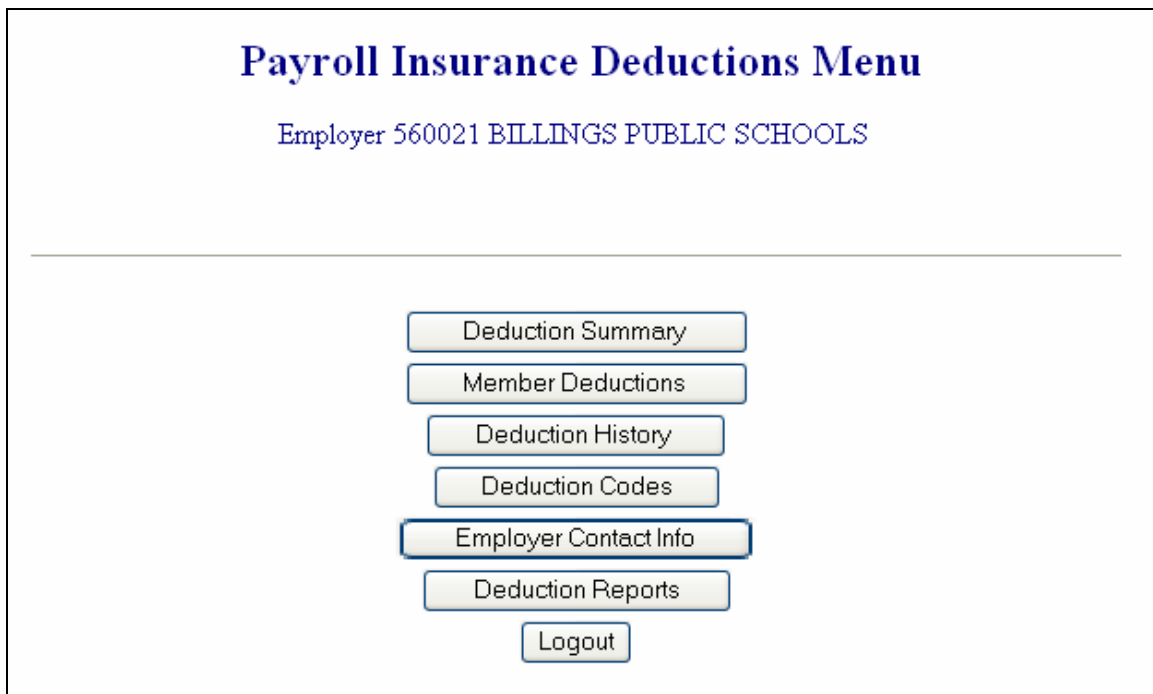


Figure 3

The Main Menu options are:

- **Deduction Summary**
Shows all insurance deductions for all payees. One can change deductions for each payee, beginning and ending deductions as necessary.
- **Member Deductions**
Shows insurance deductions for an individual payee. One can change deductions for each payee, beginning and ending deductions as necessary.
- **Deduction History**
Shows deduction history by individual.
- **Deduction Codes**
Allows one to create a deduction code with effective dates, amount, and descriptions. A payee can be assigned one or more deduction codes. Changing the deduction code amount on the master deduction code record, changes the amount for all payees using that deduction code.
- **Employer Contact Info**
Change TRS information about the employer contact for Payroll Insurance. Please keep this information up to date. TRS will alert those with current e-mail addresses regarding the system's availability.
- **Deduction Reports**
Allows one to print a number of reports to help employers manage payroll insurance reporting.

Deduction Codes

The deduction code table is the place to start. TRS set up the original deduction codes based on numbering deductions based on amount groups. You can make these codes more meaning full by adding a description. Or, you may want to reassign codes, creating a more meaningful coding scheme based on your policy descriptions. You only need to set up the code table once and adjust it as you need to. You DO NOT have to follow these steps every pay period – just as codes change.

Deduction Codes

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Search by Deduction Code

Deduction Code	Effective Date	Insurance Premium	Description
001	09/01/1997	0.84	
002	06/21/1993	5.15	
003	06/21/1993	10.30	
004	06/01/2005	394.68	
005	06/01/2005	907.30	
006	06/01/2005	396.43	
007	06/01/2005	630.30	
008	06/01/2005	538.30	
009	06/01/2005	353.00	
010	10/01/2005	356.34	
011	06/01/2005	354.72	
012	06/01/2005	399.87	

[Next List >>](#)

Figure 4

- **Save** Save changes to screen. Remember to save any work before leaving the screen.
- **Clear** Clears fields for searching. See Search.
- **Reset** Resets the original values as of when the screen was loaded.
- **Deduction Summary** Returns you to the deduction summary page.

- Home Returns you to the home menu.
- Next List >> Takes you to the next screen of deduction codes.

Steps for creating a brand new set of codes:

1. Set the effective date on the existing codes to expire as of the last day of the previous month
2. Press the Save button.
3. If there is more than one screen, 'Next List >>' appearing in bottom right of screen, then click on it and repeat steps 1 through 3 until all old codes are expired.
4. Press the Clear button.
5. In each blank line, enter up to four letters or digits for a deduction code, the effective date beginning with the first day of the current month, the insurance premium deduction, and a meaningful description for reporting.
6. Press the Save button.
7. Repeat steps 4 and 5 until all new codes are entered.
8. Go to the Deduction Summary and reassign the new codes to the existing payees in the new code field

Steps for adjusting the amount for a code in order to have it ripple through to all payees who have been assigned that code:

1. Search or page to the code that has a change in amount.
2. Change the amount.
3. Check expire date.
4. Press the Save button.

Steps for expiring a code so it is not used.

1. Search or page to the code that has a change in amount.
2. Change the expire date
3. Press the Save button.
4. On Deduction Summary screen change the codes for the affected payees.

Steps for adding a new code.

1. Press the Clear button.
2. In the blank line, enter up to four letters or digits for a deduction code, the effective date beginning with the first day of the current month, the insurance premium deduction, and a meaningful description for reporting.
3. Press the Save button.

Deduction Summary

The deduction summary screen is the screen where you will do most of your work. From here you can create, update, and end insurance deductions. You can also go to the deduction code table, as well as the deduction reports.

These are the fields you can change.

Payee SSN	Payee Name	Deduction Code	New Code	Table/ Fixed	Insurance Premium	Begin Date	End Date	Description	Detail	History
111-11-1111	APERSON, ANDY A	018		Table ▼	6.87	06/01/03			Detail	History
222-22-2222	BPERSON, BETTY B	003		Table ▼	10.30	07/01/02			Detail	History
333-33-3333	CPERSON, CARL C	018		Table ▼	6.87	06/01/03			Detail	History

Save Clear Reset Name Lookup Deduction Codes Deduction Reports Home [Next Page >>](#)

Figure 5

- **Save** Save changes to screen. Remember to save any work before leaving the screen.
- **Clear** Clears fields for data entry.
- **Reset** Resets the original values as of when the screen was loaded.
- **Name Lookup** Allows you to search by a member's name or SSN on another screen.
- **Deduction Codes** Takes you to the deduction code screen.
- **Deduction Reports** Takes you to reports menu.
- **Home** Returns you to the home menu.
- **Search** Search by deduction code
- **Jump** Jump to a name by entering the first few or all of the characters of the last name.

Steps for changing Insurance Premiums based on codes:

1. Find the people who need the code changed by browsing or jumping to name.
2. Enter the new code for payees in the New Code field.
3. Check that Table/Fixed field is set to 'Table.'
4. Click Save when all the changes on the page are complete.

Steps for changing Insurance Premiums that are not based on codes:

1. Find the people who need the code changed by browsing or jumping to name.
2. Check that Table/Fixed field is set to 'Fixed.'
3. Enter the Insurance Premium amount.
4. Click Save when all the changes on the page are complete.

Steps for canceling a person's insurance deductions

1. Find the people who need the code changed by browsing or jumping to name.
2. Enter the date to stop having deductions taken in the End Date field.
3. Click Save when all the changes on the page are complete.

Steps for adding a new person for insurance deductions

1. Press the Clear button.
2. In the blank line, enter the persons SSN with or without dashes. Then either do one or the other:
1) Enter the deduction code with the Table/Fixed field set to 'Table'; or 2) enter the fixed amount with the Table/Fixed field set to 'Fixed' with an Insurance Premium amount. Finally, set the start date.
3. Press the Save button.
4. The deduction will be taken from the next TRS payroll check.

The Deduction Summary screen allows you to go to the Member Look-Up by Name if you want to check all the deductions for a certain member. Click the Back button on your browser to return to the Deduction Summary screen.

Member Look-Up by Name

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Last Name: First Name: SSN:

Name	SSN	Type	Effective Date	Employer	Select
					Select
					Select
					Select

Figure 6

- **Search** Type the first characters of the person's Last Name, First Name, or SSN and click Search to list those matching the search criteria you entered.
- **Clear** Clears fields for searching. See Search.

- **Reset** Resets the original values as of when the screen was loaded.
- **Home** Returns you to the home menu.

Member Deductions

The member deduction screen allows one to search and review what deductions are currently present for a payee. [NOTE: Add member address and contact information here?]

Member Deductions

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Payee SSN

Member SSN

Retirement Date

Pay from

Paid Thru

Stop Date

Retired From

Insurance Employer

Deduction Code	Table/ Fixed	Insurance Premium	Begin Date	End Date	Description
<input type="text"/>	▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Figure 5

- **Search** You can find an individual by clicking the Clear button, then typing the member Payee SSN, Member SSN, or Insurance Employer – the employer paying the insurance. Click the ‘Search’ button to see the results.
- **Clear** Clears fields for searching. See Search.
- **Reset** Resets the original values as of when the screen was loaded.
- **Name Lookup** Allows you to search by a member’s name.
- **Deduction Summary** Returns you to the deduction summary page.

- Deduction History Returns you to the deduction history page.
- Home Returns you to the home menu.

Deduction History

The deduction history of insurance deductions made to a payee's TRS check. This screen can be used to verify with a payee that the deductions were made correctly.

Deduction History

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Payee SSN

Member SSN

Check Date	Status	Deduction Code	Insurance Premium	Description

Figure 12

- Search You can find an individual by clicking the Clear button, then typing the member Payee SSN, Member SSN, or Insurance Employer – the employer paying the insurance. Click the 'Search' button to see the results.
- Clear Clears fields for searching. See Search.
- Reset Resets the original values as of when the screen was loaded.
- Deduction Summary Returns you to the deduction summary page.
- Member Deductions Returns you to the member deductions page.
- Home Returns you to the home menu.

Employer Contact Information

The employer can update the contact information for TRS records. Please check this contact information and update it as necessary.

Employer Contact Info

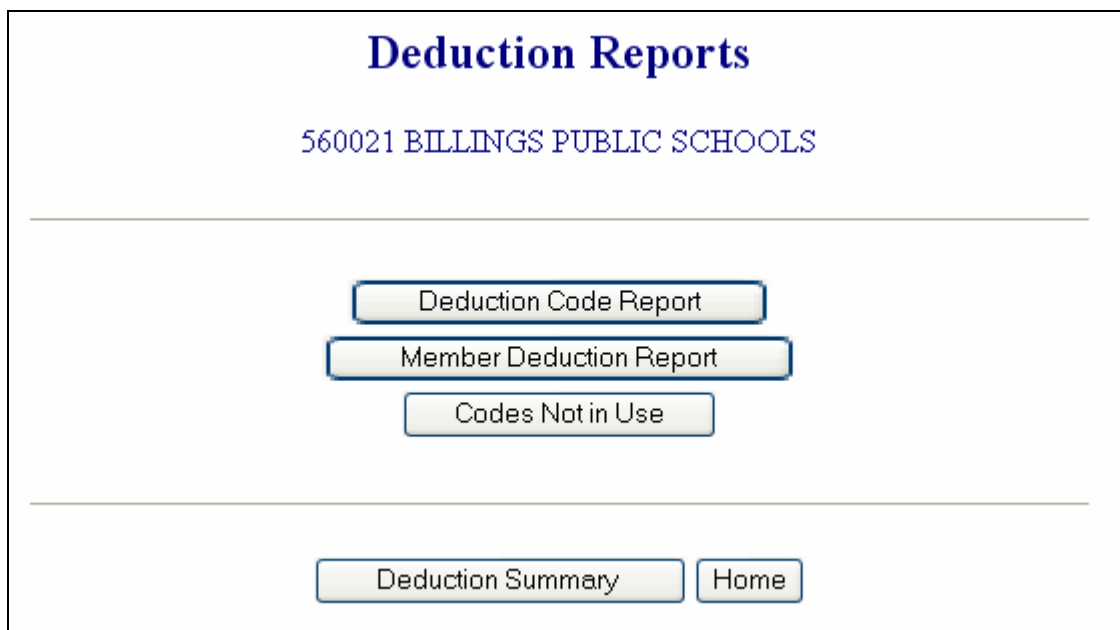
Employer	<input type="text" value="560021"/>		
Name	<input type="text" value="BILLINGS PUBLIC SCHOOLS"/>		
	<input type="text"/>		
Address	<input type="text"/>		
	<input type="text" value="415 N 30TH ST"/>		
City/State/Zip	<input type="text" value="BILLINGS"/>	<input type="text" value="MT"/>	<input type="text" value="59101"/>
Business Phone	<input type="text" value="406"/>	<input type="text" value="999-9999"/>	Ext: <input type="text"/>
Fax	<input type="text" value="406"/>	<input type="text" value="999-9999"/>	
Contact Payroll	<input type="text" value="PAYROLL, JUDY"/>	Phone <input type="text"/>	<input type="text"/> Ext: <input type="text"/>
Contact Personnel	<input type="text" value="PERSONNEL, PAULA"/>	Phone <input type="text" value="406"/>	<input type="text" value="999-9999"/> Ext: <input type="text"/>
Email Address	<input type="text" value="ppersonnel@billings.k12.mt.us"/>		
Password	<input type="text"/>	Confirm	<input type="text"/>

Figure 23

- **Save** Save changes to screen. Remember to save any work before leaving the screen.
- **Reset** Resets the original values as of when the screen was loaded.
- **Home** Returns you to the home menu.

Deduction Reports

The report menu lets you print several types of reports. These reports can be handy to have printed out when you are in the process of making changes to the records as a reference and fall back.



Deduction Reports

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Deduction Code Report

Member Deduction Report

Codes Not in Use

Deduction Summary Home

Figure 14

- Deduction Summary Returns you to the deduction summary page.
- Home Returns you to the home menu.

The first report is the Deduction Code report. It contains a list of the current deduction in use along with when they became effective.

ES40 Montana Teachers' Retirement System			
Deduction Code Report			
Back			
560021 BILLINGS PUBLIC SCHOOLS			
February Payroll			
01/31/2006 11:58 AM			
Deduction Code	Effective Date	Insurance Premium	Description
001	09/01/97	.84	
002	06/21/93	5.15	
003	06/21/93	10.30	
004	06/01/05	394.68	
005	06/01/05	907.30	
006	06/01/05	396.43	
007	06/01/05	630.30	
008	06/01/05	538.30	
009	06/01/05	353.00	
010	10/01/05	356.34	
011	06/01/05	354.72	
012	06/01/05	399.87	
013	06/01/05	952.30	
014	06/01/05	393.00	
015	06/01/05	897.84	
016	06/01/05	356.43	
017	11/01/05	523.75	
018	06/01/02	6.87	
Back			

The Member Deduction report shows the current deduction profile for payees. It is sorted by Deduction Code by Payee.

ES40 Montana Teachers' Retirement System							
Member Deduction Report							
Back							
560021 BILLINGS PUBLIC SCHOOLS							
February Payroll							
01/31/2006 12:00 PM							
Payee SSN	Name	Fixed	Begin Date	Stop Date	Deduction Code	Insurance Premium	Description
111-11-1111	APERSON, ANDY A		06/01/03		001	.84	
222-22-2222	BPERSON, BETTY B		12/01/93		001	.84	
					Total:	1.68	
333-33-3333	CPERSON, CARL C		04/01/96		002	5.15	
					Total:	5.15	
		■ ■ ■					
012-34-5678	XPERSON, XEON		10/01/96		069	775.72	
123-45-6789	YPERSON, YOLINDA		06/01/05		069	775.72	
999-99-9999	ZPERSON, ZINDY		05/01/98		069	775.72	
					Total:	2,327.16	
					Grand Total:	133,821.86	

The Deduction Codes Not in Use report shows all the deductions codes that are not being used. You can reuse or delete unused codes.

ES40 Montana Teachers' Retirement System			
Deduction Codes Not in Use			
Back			
560021 BILLINGS PUBLIC SCHOOLS			
February Payroll			
01/31/2006 12:29 PM			
Deduction Code	Effective Date	Insurance Premium	Description
032	07/01/03	594.00	
034	06/01/05	942.00	
036	06/01/05	355.30	
042	08/01/03	597.43	
046	06/01/05	708.34	
050	08/01/05	952.30	
051	06/01/03	535.00	
052	08/01/04	454.87	
Back			